

State of Illinois  
Department of Children and Family Services

**FACILITY OPERATING WITHOUT A LICENSE**

**CERTIFIED MAIL**

Dear

The Department of Children and Family Services has conducted a licensing complaint investigation and determined that the above-named program/facility is subject to licensure under the Child Care Act of 1969 [225 ILCS 10] and is operating without a valid permit or license.

On \_\_\_\_\_, a licensing complaint investigation was conducted at your above named program/facility.

- Under Illinois law, you must immediately stop operating the above-named program/facility. If you wish to continue operating the program/facility, you must apply for a license and obtain a permit to operate a
- Continued operation of the program/facility without a valid license, or without the actions specified above, constitutes a violation of the Child Care Act of 1969. The Department will initiate enforcement action against your program/facility if you do not take the actions specified above. An unannounced visit may be made to ensure compliance.

If you have questions about the requirements for permit or license, or would like to apply for a license, you may contact the Licensing Unit at \_\_\_\_\_.

Date: \_\_\_\_\_

Licensing Representative

cc: